

# Submit a Lab Proposal

Create and Submit a Proposal (for National Laboratories only)

## 1 Introduction

The Department of Energy (DOE) Office of Science (SC) issues many announcements each year to solicit research proposals from colleges and universities, non-profit and for-profit research organizations, DOE's national laboratories, small businesses, and other federal research organizations. The Office of Science issues two types of funding announcements:

- Funding Opportunity Announcements (FOAs), which may be open to one or more institution types (please read the eligibility requirements in a given FOA for details); and
- DOE National Laboratory Announcements, which are open only to DOE laboratories.

The purpose of this document is to provide step-by-step instructions for users to follow to submit a proposal to a DOE National Laboratory Announcement.

## 2 Prerequisites

Before a user can submit a proposal to a DOE National Laboratory Announcement in PAMS, the following criteria must be met:

- The user has an external PAMS account.
- The user is associated to a DOE National Laboratory.
- A DOE National Laboratory Announcement is open.

## 3 Submitting a DOE National Laboratory Proposal

Use the following steps to locate, create, and submit a proposal to a DOE National Laboratory Announcement.

### 3.1 Selecting a DOE National Laboratory Announcement

Before you can submit a proposal to a DOE National Laboratory Announcement, you must first select the Announcement you would like to submit to. Use the following steps to browse and select a DOE National Laboratory Announcement.

1. Log in to your external PAMS account at (*Figure 1*): <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx>.

Figure 1. PAMS External Login

2. From the PAMS Homepage, click **View/Respond to Solicitations** and skip to step 4 OR Navigate to the “Proposals” tab (*Figure 2*).

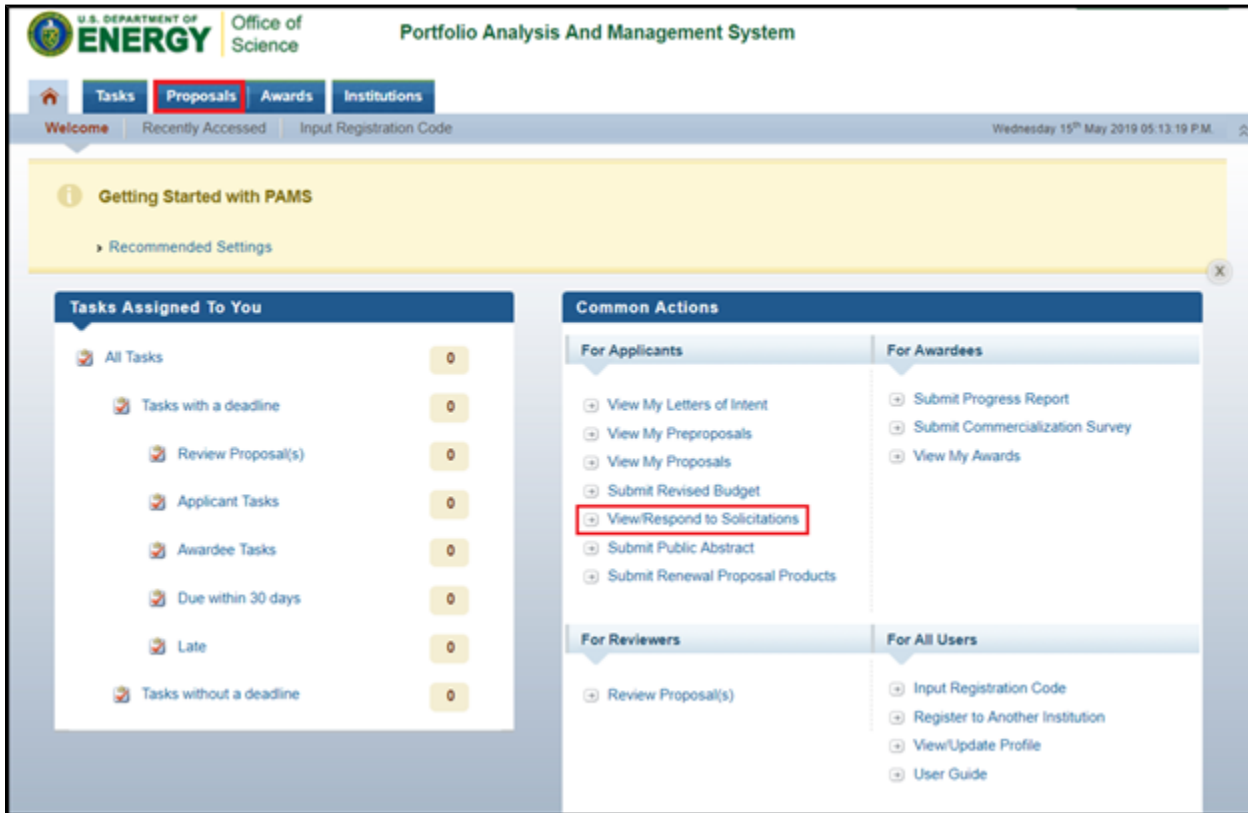


Figure 2. PAMS Homepage

3. PAMS will load the Guide Me subtab. Select **View DOE National Laboratory Announcements** in the Solicitations column under “What would you like to do?” (*Figure 3*).

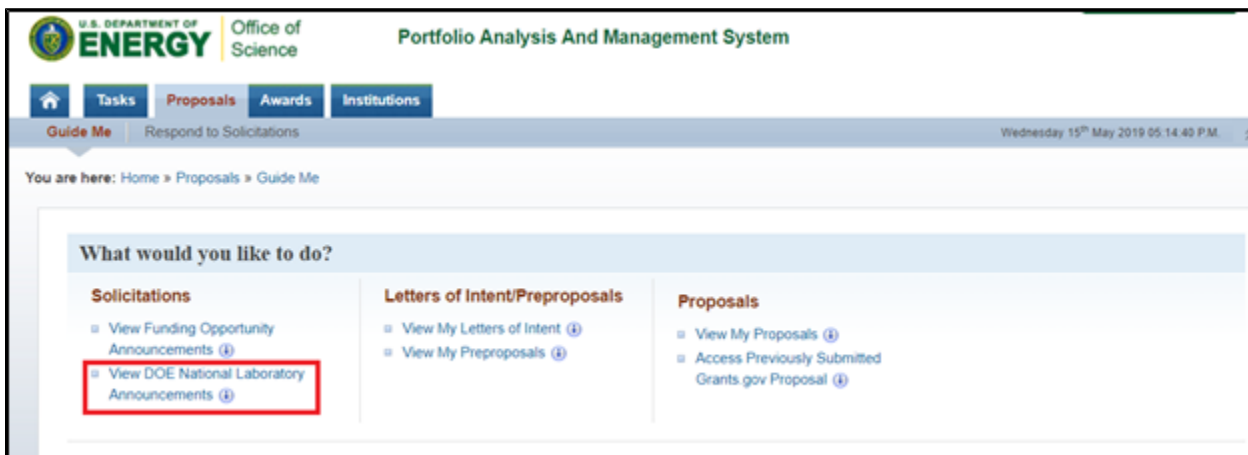


Figure 3. Proposals – Guide Me, View DOE National Laboratory Announcements

4. PAMS will load the “DOE National Laboratory Announcements – List” page, which displays a list of all open and closed DOE National Laboratory Announcements. Browse the list or use the filters or advanced search above the grid to locate the DOE National Laboratory Announcement you would like to submit to. Once you have selected a DOE National Laboratory Announcement, click **Submit Proposal** in the **Action/Views** menu in the Options column. (*Figure 4*)

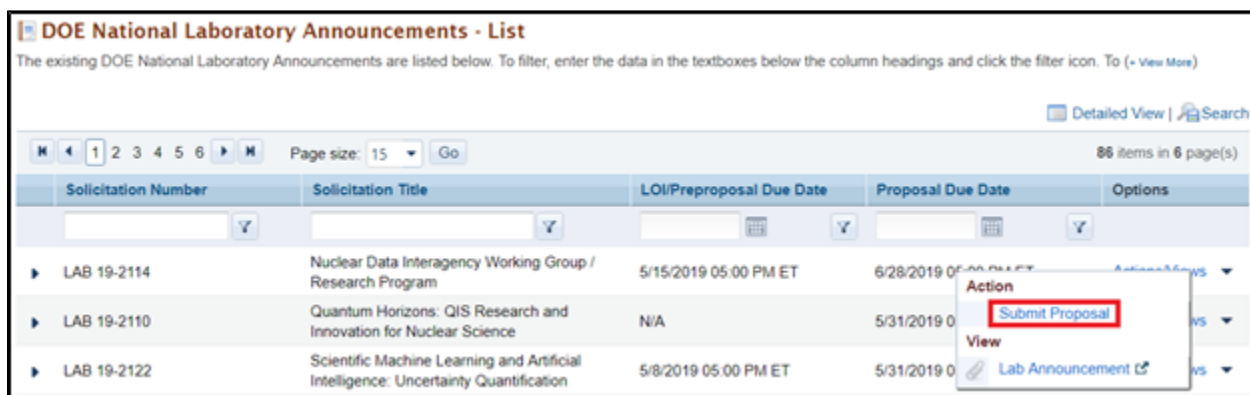


Figure 4. DOE National Laboratory Announcements – List, Submit Proposal

## 3.2 Submitting to a DOE National Laboratory Announcement

Upon clicking **Submit Proposal** in the **Action/Views** menu for a specific DOE National Laboratory Announcement, PAMS will load the “DOE National Laboratory Announcements – Submit Proposal” page. DOE National Laboratory proposals consist of four sections: Cover Page, Budget, Subawards (optional), and Attachments. To submit a proposal, you must complete all of the required fields in each section.

Use the following steps to complete a proposal for a DOE National Laboratory Announcement.

### 3.2.1 Cover Page

The Cover Page is used to record basic information about the proposal. Use the following steps to complete the Cover Page.

1. PAMS will first load the Cover Page tab of the proposal. Refer to the table below to complete the required fields in the Cover Page section.

#### Required Fields

Element	Description
<i>Institution</i>	PAMS will auto-populate the name of the National Laboratory to which you are registered ( <i>Figure 5</i> ).
<i>Principal Investigator Information</i>	Select a Principal Investigator (PI) by clicking <b>Select PI</b> on the right side of the section header ( <i>Figure 5</i> ). PAMS will load the “Select PI” page ( <i>Figure 6</i> ). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click <b>Select PI</b> in the <b>Action</b> menu in the Options column. PAMS will return you to the “DOE National Laboratory Announcements – Submit Proposal” page, and populate the remaining fields in the Principal Investigator Information section.
<i>Sponsored Research Official /Business Official /Administrative Official (SRO/BO /AO) Information</i>	Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking <b>Select SRO/BO/AO</b> on the right side of the section header ( <i>Figure 5</i> ). PAMS will load the “Select SRO/BO/AO” page ( <i>Figure 9</i> ). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click <b>Select SRO/BO/AO</b> in the <b>Action</b> menu in the Options column. PAMS will return you to the “DOE National Laboratory Announcements – Submit Proposal” page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) section.
<i>Proposal Title</i>	Enter a title for the proposal ( <i>Figure 6</i> ).
<i>Program Manager</i>	Click the dropdown, and select a Program Manager ( <i>Figure 6</i> ).
<i>Proposal Type</i>	Click the dropdown, and select a Proposal Type ( <i>Figure 6</i> ).
<i>1. Are Human Subjects Involved?</i>	Select the “Yes” or “No” radio button ( <i>Figure 6</i> ). NOTE: If you select “Yes”, you must complete the “1a. If Yes, is the project exempt from Federal regulations?” subsection.
<i>2. Are vertebrate animals used?</i>	Select the “Yes” or “No” radio button ( <i>Figure 7</i> ). NOTE: If you select “Yes”, you must complete the “2a. If Yes, is the IACUC review pending?” subsection.

**DOE National Laboratory Announcements - Submit Proposal**

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Subawards, and Attachments. The [View More](#)

OMB Number: 1910-5178  
 Expiration: 03-31-2019

Cover Page
 Budget
 Subawards (optional)
 Attachments

Fields with \* are required

**Solicitation Information**

Solicitation Number: LAB 19-2114: Nuclear Data Interagency Working Group / Research Program  
 \* Institution:

\* Principal Investigator Information ⓘ
 Select PI

Name  
 Position/Title of PI  
 Phone Number: N/A  
 Email Address  
 Address: N/A

\* Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) Information ⓘ
 Select SRO/BO/AO

Name  
 Phone Number: N/A  
 Email Address  
 Address: N/A

Figure 5. DOE National Laboratory Announcements – Submit Proposal, Cover Page 1

**Project Information**

\* Proposal Title:

\* Program Manager:

\* Proposal Type:

Field Work Proposal Number (if applicable) ⓘ
 

FWP Information ⓘ

#	FWP Number	Target Year

**Research & Related Other Project Information**

\* 1. Are Human Subjects Involved?
 

☐ Yes
 ☐ No

1a. If Yes, is the project exempt from Federal regulations? (Required only if the answer to question 1 is "Yes")
 

☐ Yes
 ☐ No

If Yes, select appropriate exemption number. (Required only if the answer to question 1a is "Yes")
 

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8

If No, is the IRB review pending? (Required only if the answer to question 1a is "No")
 

☐ Yes
 ☐ No

IRB Approval Date:

Human Subject Assurance Number:

Figure 6. DOE National Laboratory Announcements – Submit Proposal, Cover Page 2

**\* 2. Are vertebrate animals used?**

☐ Yes ☐ No

**2a. If Yes, is the IACUC review pending?** (Required only if the answer to question 2 is "Yes")

☐ Yes ☐ No ☒ N/A

IACUC Approval Date:

Animal Welfare Assurance Number:

[Cancel](#) Choose Action [Go](#)

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This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

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Figure 7. DOE National Laboratory Announcements – Submit Proposal, Cover Page 3

**Select PI**

[Invite PI](#) Search Saved Searches

Page size: 15 [Go](#) 656 items in 44 page(s)

Name	User Name	Email	Phone	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name, First Name	User Name	Email Address	Phone Number	
Last Name, First Name	User Name	Email Address	Phone Number	<a href="#">Action</a> <a href="#">Select PI</a>

Figure 8. Select PI

**Select SRO/BO/AO**

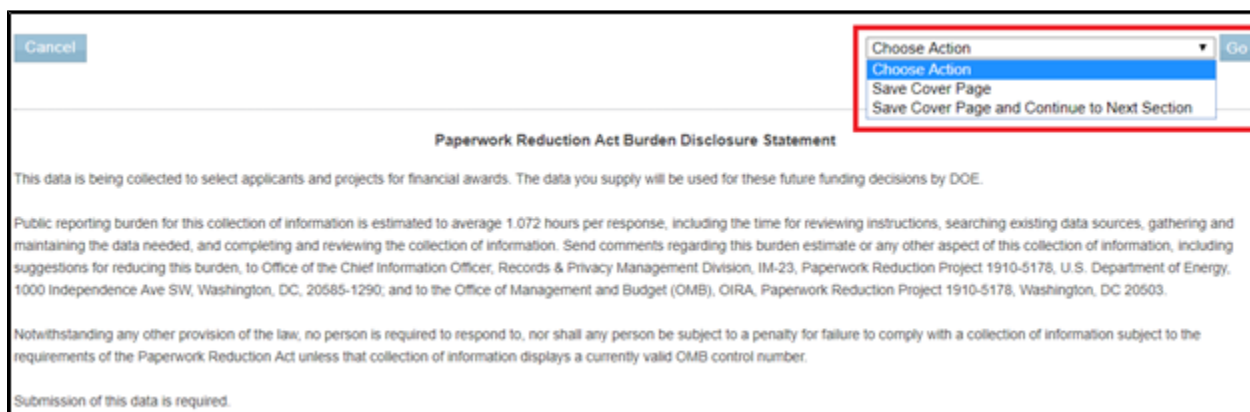
[Invite SRO/BO/AO](#) Search Saved Searches

Page size: 15 [Go](#) 656 items in 44 page(s)

Name	User Name	Email	Phone	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name, First Name	User Name	Email Address	Phone Number	
Last Name, First Name	User Name	Email Address	Phone Number	<a href="#">Action</a> <a href="#">Select SRO/BO/AO</a>

Figure 9. Select SRO/BO/AO

2. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Cover Page and Continue to Next Section", and click **Go** (Figure 10).



Cancel

Choose Action Go

Choose Action  
Save Cover Page  
Save Cover Page and Continue to Next Section

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Figure 10. DOE National Laboratory Announcements – Submit Proposal, Choose Action



You can save your progress without navigating away from the page at any point by clicking the “Choose Action” dropdown, selecting “Save Cover Page”, and clicking “Go”.

3. PAMS will save the Cover Page tab, and navigate you to the Budget tab.

### 3.2.2 Budget


The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

Refer to the table below to complete the required fields in the Budget tab.

1. Click the **Edit** icon for each section of the budget that needs to be updated. Click **Continue** in that section to save your edits. (Figures 11-13)

#### Required Fields

Element	Description
<i>Budget Period Start Date</i>	Click the <b>Edit</b> icon, in the Budget Period Information header, and enter a start date for the budget period ( <i>Figure 11</i> ).
<i>Budget Period End Date</i>	Click the <b>Edit</b> icon, in the Budget Period Information header, and enter an end date for the budget period ( <i>Figure 11</i> ).



If the section does not apply to your budget, leave it blank.

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Cover Page

Budget

Subawards (optional)

Attachments

000200000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: [Proposal Title]

Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1

Budget Summary

Budget Tab Instructions

Budget Period Information

Budget Period Start Date	Not Provided
Budget Period End Date	Not Provided

A. Senior/Key Person

#	Name	Project Role	Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
Total Funds requested for all Senior Key Persons in the attached file						Not Provided
Total Senior/Key Person						Not Provided

Additional Senior Key Persons (Maximum 1)

Attach File

No documents attached

B. Other Personnel

# of Personnel	Project Role	Months	Requested Salary(\$)	Fringe Benefits (\$)	Funds Requested (\$)
Total Other Personnel					Not Provided
Total Salary, Wages and Fringe Benefits (A+B)					Not Provided

C. Equipment Description

#	Equipment Item	Funds Requested (\$)
Total Equipment		Not Provided

D. Travel

#	Item	Funds Requested (\$)
1.	Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
Total Travel		Not Provided

E. Participant/Trainee Support Costs

#	Item	Funds Requested (\$)
1.	Tuition/Fees/Health Insurance	Not Provided
2.	Stipends	Not Provided
3.	Travel	Not Provided
4.	Subsistence	Not Provided
5.	Other	Not Provided
Number of Participant/Trainees (Not Provided)		
Total Participant/Trainee Support Costs		Not Provided

F. Other Direct Costs

#	Item	Funds Requested (\$)
1.	Materials and Supplies	Not Provided
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other	Not Provided
Total Other Direct Costs		Not Provided

G. Direct Costs

#	Item	Funds Requested (\$)
1.	Total Direct Costs (A thru F)	Not Provided

H. Other Indirect Costs		
#	Item	Funds Requested (\$)
Total Indirect Costs		Not Provided

I. Total Direct and Indirect Costs		
#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	Not Provided

Back Choose Action Go

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Figure 11. DOE National Laboratory Announcements – Submit Proposal 1

Note

- When entering budget information for multiple budget periods, you may enter the first budget period's information and click **Copy from Previous Period** to copy data over from the previous period (Figure 12). This will eliminate the need to duplicate budget information for every year.
- Once you have copied a budget period, you can make any necessary edits by clicking the **Edit** icon.
- If you choose not to **Copy from the Previous Period**, you can click the next Budget Period tab and update the appropriate budget sections by clicking the **Edit** icon.

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Cover Page
Budget
Subawards (optional)
Attachments

000000000: [Institution Name, City, State] PI:

Title: [Proposal Title]

Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	
2	Not Provided	Not Provided	Delete

Period 1 | Period 2 | Budget Summary

Budget Tab Instructions
Copy from Previous Period

Budget Period Information

Budget Period Start Date	Not Provided
Budget Period End Date	Not Provided

Figure 12. DOE National Laboratory Announcements – Submit Proposal, Budget – Add Budget Period

2. Once you have completed all of the required and necessary fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Budget and Continue to Next Section", and click **Go** (Figure 13). PAMS will save the Budget tab, and navigate you to the Subawards tab.



I. Total Direct and Indirect Costs		
#	Item	Funds Requested (\$)
1.	Total Direct and Indirect Costs (G+H)	\$115,000.00

Back

Choose Action  
 Save All Budget Periods  
 Save All Budget Periods and Continue to Next Section

Go

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Figure 13. DOE National Laboratory Announcements – Submit Proposal, Save

### 3.2.3 Subawards (optional)

The Subawards tab is an optional section. If your proposal includes a Subaward(s), you will need to complete the Subawards tab. If your proposal does not include a Subaward(s), leave the Subawards section blank, and move on to the Attachments tab.

Use the following steps to provide Subaward budgets.

1. Click **Add Subaward** at the top of the page (Figure 14). Provide budget information (follow the steps in Section 3.2.2 Subawards (optional), step 3) for each Subaward you add.

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### DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Subawards, and Attachments. The (+ View More)

✓ Cover Page
✓ Budget
✓ Subawards (optional)
✗ Attachments

000000000: [Institution Name, City, State]
PI: [LastName, FirstName]

Title: [Proposal Title]

Add Subaward

DUNS  
Institution

Options

No Subawards found.

Back

Choose Action
 Go

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Figure 14. DOE National Laboratory Announcements – Submit Proposal, Subawards (optional), Add Subaward

2. Click the **Edit** icon for each section of the budget that needs to be updated, and then click **Continue** in that section to save your edits.

## Required Fields

Element	Description
<i>Subaward Information</i>	Click the <b>Edit</b> icon, in the Subaward Information header, and enter the Institution Name ( <i>Figure 15</i> ).
<i>Budget Period Start Date</i>	Click the <b>Edit</b> icon, in the Budget Period Information header, and enter a start date for the budget period ( <i>Figure 15</i> ).
<i>Budget Period End Date</i>	Click the <b>Edit</b> icon, in the Budget Period Information header, and enter an end date for the budget period ( <i>Figure 15</i> ).



If the section does not apply to your budget, leave it blank.

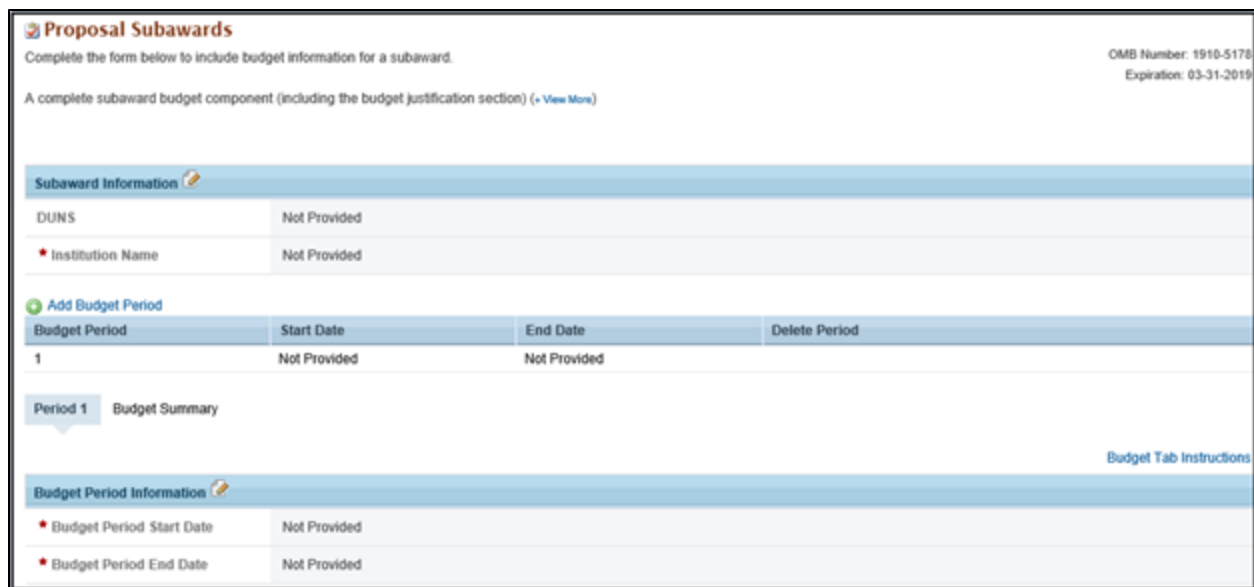


Figure 15. Proposal Subawards

3. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select “Save Subawards and Continue to Next Section”, and click **Go** (*Figure 16*). When you have finished providing the necessary information, choose the appropriate save option from the **Choose Action** dropdown, and click **Go** to continue to the next section.

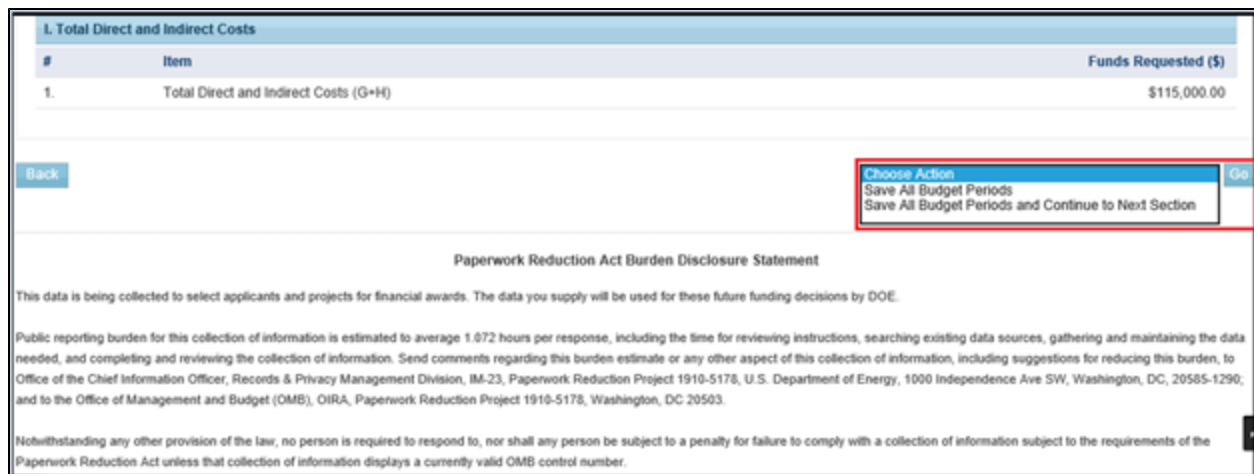


Figure 16. DOE National Laboratory Announcements – Submit Proposal, Budget – Save All Budget Periods

### 3.2.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments. Use the following steps to complete the Attachments tab.

#### Required Fields

Element	Description
<i>Proposal Summary/Abstract</i>	Upload the Project Summary Abstract. PAMS will accept one (1) document in this field only.
<i>Budget Justification Attachment</i>	Upload your Budget Justification. PAMS will accept one (1) document in this field only.
<i>Proposal Attachment</i>	Upload your Project Narrative. PAMS will accept one (1) document in this field only.

1. To attach a required document, click **Attach File** in the header. This will expand the section (*Figure 17*).
2. Click **Choose File**, and browse your computer for the file you would like to attach.
3. Once you have selected a file, click **Upload** to attach the file to the proposal.

**DOE National Laboratory Announcements - Submit Proposal**

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Subawards, and Attachments. The (+ View More) OMB Number: 0000-0000 Expiration: 00-00-0000

**Attachments**

000000000: [Institution Name, City, State] PI: [LastName, FirstName]

Title: [Proposal Title]

**Project Summary/Abstract (Minimum 1) (Maximum 1)** **Attach File**

Document <sup>(i)</sup>

Allowable Document Types: doc, docx, pdf

Allowable Document Size: 100 MB

**Choose File** No file chosen

Approximately 1/4 page <sup>(i)</sup> (Max 500 Characters): 500 Characters left.

Description

**Upload** **Cancel**

No documents attached

**Budget Justification Attachment (Minimum 1) (Maximum 1)** **Attach File**

No documents attached

**Proposal Attachment (Minimum 1) (Maximum 1)** **Attach File**

No documents attached

**Other Attachments (Maximum 5)** **Attach File**

No documents attached

**Back** **Choose Action** **Go**

**Paperwork Reduction Act Burden Disclosure Statement**

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Figure 17. DOE National Laboratory Announcements – Submit Proposal, Attachments

**Note**

You may enter a description of the document in 500 characters or less in the Description field before clicking **Upload** and attaching the file.

4. When you have finished attaching the required documents, click the **Choose Action** dropdown, select the appropriate Save option, and click **Go** (Figure 18).

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**Success:**  
The Proposal section was saved successfully.

**Cover Page** **Budget** **Subawards (optional)** **Attachments**

000000000: [Institution Name, City, State] PI: [LastName, FirstName]

Title: [Proposal Title]

**Project Summary/Abstract (Minimum 1) (Maximum 1)** Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.pdf	11 kB	11/07/2020		Actions

**Budget Justification Attachment (Minimum 1) (Maximum 1)** Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.pdf	11 kB	11/07/2020		Actions

**Proposal Attachment (Minimum 1) (Maximum 1)** Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.pdf	11 kB	11/07/2020		Actions

**Other Attachments (Maximum 5)** Attach File

No documents attached

**Back** **Save Attachments** **Go**

**Paperwork Reduction Act Burden Disclosure Statement**

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 18. DOE National Laboratory Announcements – Submit Proposal, Attachments – Save

### 3.3 Submitting your Proposal

Once all of the proposal tabs are complete (marked by a green checkmark next to each tab name), you can submit your proposal to the DOE National Laboratory Announcement. Use the following steps to complete and submit your proposal.

1. Click the **Choose Action** dropdown in the bottom right corner of the page, select **Submit to DOE**, and click **Go** (Figure 19).

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Access Previously Submitted Grants.gov Proposal

You are here: Home » Proposals » Guide Me » General [ ] » My Proposals

DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Subawards, and Attachments. The (+ View More) OMB Number: 0000-0000 Expiration: 00-00-0000

Success:

The Proposal section was saved successfully.

Cover Page

Budget

Subawards (optional)

Attachments

000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: [Proposal Title]

Project Summary/Abstract (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.pdf	11 kB	11/07/2020		Actions

Budget Justification Attachment (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.pdf	11 kB	11/07/2020		Actions

Proposal Attachment (Minimum 1) (Maximum 1)

Max 1 Allowed

Document Name	Size	Date Attached	Description	Options
FILE.pdf	11 kB	11/07/2020		Actions

Other Attachments (Maximum 5)

Attach File

No documents attached

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Submit to DOE Go

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Submission of this data is required.

Figure 19. DOE National Laboratory Announcements – Submit Proposal, Submit to DOE

2. PAMS will redirect you to the “My Proposals” page, and display a Success message confirming that your proposal has been submitted successfully (Figure 20).

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My Proposals

The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (+ View More)

Success:

Proposal ID: 000000000 submitted successfully.

Detailed View Search Saved Searches

1

Page size: 15

Go

1 items in 1 page(s)

Proposal ID	PI	Title	Institution Name	Proposal Type	Proposal Status	Options
000000000	[LastName, FirstName]	[Title]	[Institution Name, City, State]	New	Under Review	Actions/Views

1

Page size: 15

Go

1 items in 1 page(s)

*Figure 20. My Proposals – Success Message*